

Instructions: Listen to your partner “present” their Charter. For each item comment with a “yes” or “no” followed by an explanation.

0. General Comments

- **Is the Charter written in bulleted format?**
- **Do you feel like you understand the general concept of what the project is trying to accomplish?**

1. Project Description

- 1.1. **Has the purpose of the project been clearly communicated?**
- 1.2. **Is it clear what benefits the project will deliver?**
- 1.3. **Have the success criteria been defined?**

2. Project Scope

- 2.1. **Have the major deliverables for this project been communicated clearly?**
- 2.2. **Have items that are not covered by this project been clearly communicated?**

3. Other Comments

- 3.1. **What other suggestions or comments do you have?**